



Opening Doors

CoC Project Review and Ranking Policy

Purpose

This policy establishes a consistent and transparent process for reviewing and ranking projects within the Continuum of Care (CoC). It aims to ensure that funding decisions are made based on objective criteria, promoting the effective use of resources to address homelessness and support housing stability in the community.

Scope

This policy applies to all projects submitted for consideration under the CoC funding process, including new and renewal projects. It outlines the procedures for project review, evaluation, and ranking.

Definitions

- **Continuum of Care (CoC):** A community-based planning and service delivery system to address homelessness.
- **Project Review and Ranking Committee (PRRC):** A group responsible for evaluating and ranking projects.
- **Renewal Project:** An existing project seeking continued funding.
- **New Project:** A project seeking initial funding or to introduce a new service or approach.

Review Process

1. Submission of Projects

- All projects must be submitted according to the guidelines set forth by the CoC and within the designated application period.
- Submissions should include a completed application form, required attachments, and supporting documentation.

2. Initial Screening

- The CoC Lead Agency will conduct an initial screening to ensure the completeness and eligibility of all submitted projects.
- Incomplete or ineligible projects will be returned to the applicants for revision or clarification.

3. Review Committee Formation

- The CoC will form a Project Review and Ranking Committee (PRRC) composed of CoC members, including representatives from diverse sectors such as service providers, local government, persons of different races and/or ethnicities, and persons with lived experience.
- The PRRC will receive training on evaluation criteria and the review process.

4. Review and Evaluation

- The PRRC will review each project based on established criteria, including but not limited to:
 - **Program Effectiveness:** Demonstrated impact on homelessness and alignment with CoC goals.
 - **Project Design:** Feasibility, innovation, and effectiveness of the proposed approach.
 - **Budget and Financial Management:** Reasonableness of budget and fiscal responsibility.
 - **Collaboration and Community Engagement:** Degree of partnership and engagement with community resources.
 - **Compliance:** Adherence to federal, state, and local regulations and CoC policies.
- Each criterion will be scored using the established rubric for the fiscal year competition.

Ranking Process

Scoring and Ranking

- The PRRC will compile scores for each project based on the review criteria, except for the Planning Grant application, which is not scored or ranked.
- Homeless Management Information System (HMIS) and Coordinated Entry (CE) renewal projects will be ranked 1 and 2, respectively, due to their critical importance in operating and managing the CoC and complying with HUD CoC Program regulations.
- Other projects (i.e., other than HMIS/CE renewals) will be ranked initially in descending order of their total average scores. If deemed necessary, the PRRC may revise project ranking in cases of extreme need for certain project types or designs, strategic funding decisions, alignment with CoC priorities, and/or to address systemwide performance measures.
- In the case of a tie score, the PRRC will consider additional factors such as project readiness, past performance of the project applicant, geographic need, and alignment with CoC priorities to determine the final ranking.
- During the scoring and ranking process, the PRRC may determine that funds should be reallocated from a renewal project, per the Continuum of Care Reallocation Policy. Such reallocated funding may then be utilized to help fund a new project.
- As a result of the scoring, ranking, and reallocation deliberations, the PRRC will determine which projects should be recommended for inclusion in the CoC's Consolidated Application to HUD, along with the project amounts and ranks that should be submitted to HUD, and which projects should be rejected.

Review of Rankings

- The ranked list will be reviewed by the CoC Board for validation and to ensure alignment with strategic priorities.
- Any discrepancies or concerns will be addressed before finalizing the rankings.

Notification

- Applicants will be notified of their project's ranking and funding decision by the CoC Lead Agency.
- Feedback will be provided to unsuccessful applicants to support future submissions.

Appeals Process

Eligibility

- Applicants may appeal the decision if they believe there was an error in the review process

Procedure

- Appeals must be submitted in writing to the CoC Lead Agency within 2 business days of notification.
- The appeal will be reviewed by the CoC Board/Executive Committee, which will include members not involved in the initial review.
- The CoC Board/Executive Committee will issue a final decision within 5 business days.

Confidentiality and Conflict of Interest

Confidentiality

- All project information and review processes will be kept confidential to protect the integrity of the evaluation.

Conflict of Interest

- No PRRC member may be employed by, or serve on the Board of Directors, of an entity applying for funding, nor may they have a close family member who is employed by or serves on the Board of an applicant.

Policy Review

This policy will be reviewed annually by the CoC Board to ensure its effectiveness and relevance. Revisions will be made as necessary to address changes in funding regulations or community needs.

Effective Date

This policy is effective as of August 22, 2024, and will remain in effect until revised or replaced.